Appendix 1: UTAH CONSERVATION PLANNING POLICY
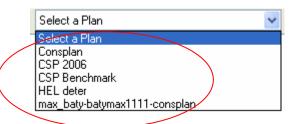
Abstract

Utah planning policy states that only one customer folder and one "Consplan" should be created for each customer except in the case of CSP.

Example 1 A customer with two conservation plan folders. There should only be one customer folder.

ROBERT O NELSON	\Robert_O_NelsonNelsonRobert
TERRY G NELSON	\Terry_G_NelsonTerryGNelson
TERRY G NELSON	\Terry_Nelson-TerryNelson
WM ARNELL WELLS	\william_a_wellswellswilliam

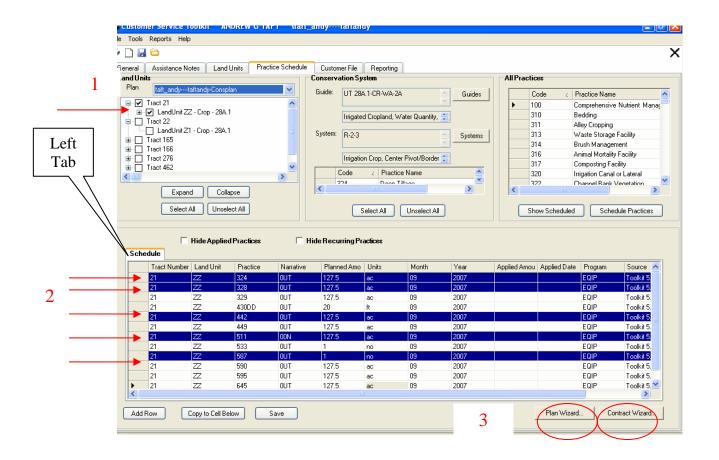**Example 2** A customer folder with more than one plan. There should only be one plan in the folder.

Select a Plan

- Select a Plan
- Consplan
- CSP 2006
- CSP Benchmark
- HEL deter
- max_baty-batymax1111-consplan

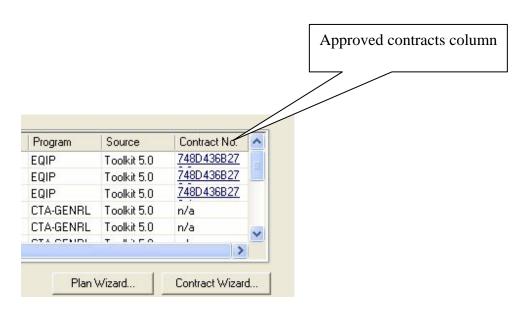**Example 3** A customer with a CSP plan. This is acceptable for purposes of streamlining the CSP application process.

	11/24/2006	BIG D FARMS IN	\big_d_farms------223321
	1/16/2007	BIG D FARMS IN	\Big_D_Farms---CSP223321

Contracts can be created for select fields and/or by program by first selecting the appropriate rows from the practice schedule tab in Toolkit (see Illustration 1 below).

Illustration 1

Minimize the number of practices in the schedule by unchecking tracts that will not be needed in the individual contract being developed (Step 1 in Illustration 1). From the remaining options, use the "shift" and/or "control" keys to select individual practices by clicking on the left tab area of the Schedule (Step 2). Complete this step before clicking on the "Plan Wizard" and "Contract Wizard". After all of the practices that are needed for the contract have been selected, click on the Plan Wizard and/or Contract Wizard as applicable (Step 3).

Illustration 2

The Excel files that are saved by using the "Plan Wizard" and the "Contract Wizard" from the practice schedule tab can/may be named by year and/or program, e.g., "WHIP_2006.xls" or contract application number (see Illustration 2) and saved in the Plan_Reports folder or Contract_Reports folder found on the Customer File tab.